Department: Early Childhood
Title: Early Childhood Mental Health Specialist
Reports to: Early Childhood Mental Health (ECMH) Coordinator

Purpose: Early Childhood Mental Health provide expanded supports for teachers and child care providers and collateral work with parents to decrease the number of children being expelled from preschool and to help meet the social and emotional needs of children from birth to kindergarten as a member of the Early Childhood Support Program.

Essential Functions
- Mental Health Consultation: Do outreach and provide onsite mental health consultation to private early education and care programs to assist them in meeting the social and emotional needs of children and families, using research-based practices. Includes child observation and assessment, consultation with program staff, consultation with parents, and behavioral plans. Also may include helping to facilitate referrals for evaluation, early intervention, mental health services, and/or other community resources; writing observation and consultation summaries; and coordinating with other service providers as appropriate.
- Frequently communicates with diverse community members. Must be able to effectively communicate and exchange accurate information during meetings with individuals and at public speaking and facilitation events.
- Collateral Parent Support: Provide confidential individual home visits or consultation at community sites. Assist parents in accessing other services as appropriate.
- On-site Crisis Intervention Support - provide as needed.
- Collaboration with other community services: Work collaboratively with other service providers to improve the accessibility and coordination of community services for young children and families.
- Evaluation - complete and report on required tools in a timely fashion.
- Third party billing – when required, complete in a timely fashion.
- Parenting Education: plan and provide parent workshops in communities
- Family Centers: serve as a parenting resource specialist by providing information and guidance to parents and coordinators on an ongoing, scheduled basis.
- Information and Referral: keep current about services needed by families with young children and eligibility criteria; refer parents in person and by telephone to needed services.
- Position requires regular travel throughout the community and state. Some locations may be isolated and/or hard to reach.
- Attend CFCE council meetings, as requested.
- Welcome Baby Visits - provide as needed.
- Provide outreach to at-risk families.
- Participate and assist in data collection as required by funding sources and/or CES.
Other Duties and Responsibilities

- Represent Collaborative Educational Services Early Childhood Department to the public.
- Provide trainings for early educators.
- Advocate for accessible, high quality services for children and families.
- Attend and participate in local, regional, and state wide meetings as required.
- Perform other duties as assigned by the Early Childhood Mental Health (ECMH) Coordinator, Early Childhood Department Director or their designee.

Required Qualifications

- Masters level degree in a field of study related Early Childhood Mental Health.
- Experience working with young children and families.
- Able to work independently as well as in a collaborative manner.
- Strong problem solving and communication skills.
- Ability to multi-task and prioritize work effectively.
- Ability to maintain a positive attitude and professional demeanor.
- Must be dependable.
- Use of a strengths-based approach.

Preferred Qualifications

- LICSW with experience working with young children.
- Current license or certification.
- Knowledge of community resources available for parents and early education and care programs and providers.
- Knowledge of adult learners; experience working with/providing workshops for adults.

Physical and Mental Demands:

- Must be able to remain in a stationary position 50% of the time.
- Ability to handle job stress in the performance of duties with professionalism and composure.
- The person in this position needs to occasionally move about inside a work location (including classrooms or homes) which includes accessing file cabinets, office equipment and computers, walking up and down stairs and walking/standing during training sessions.

Work Conditions

- Available for virtual meetings, conference calls.
- Travel within Massachusetts is required.
- Must be flexible and able to plan, coordinate, and schedule work in collaboration with parents and early education and care providers; requires working a flexible schedule to include scheduled evening meetings and other professional development events.

Terms of Employment:

- Grant funded position
- 18 hours per week, including evenings and weekends as needed.

CES is an equal opportunity employer and is particularly interested in candidates from a diverse range of cultural, ethnic, and racial backgrounds. We are especially interested in candidates whose backgrounds are well-suited to understanding & addressing the needs of the diverse populations we serve.